

Steps to creating a custom query in FICAS

1. Once you have logged into FICAS, click on the Reports tab at the top:

The screenshot displays the VFA.facility web application interface. The browser address bar shows the URL: <https://facility.vfafacility.com/>. The top navigation bar includes tabs for Home, Assets, Funding, Budgets, Projects, Reports, Surveys, Security, and Configure. The Reports tab is currently selected and highlighted. Below the navigation bar, there is a search bar and a row of tabs: Welcome, Green Cost Summary, Asset Portfolio, and Requirements/Liabilities. A large red arrow points to the Reports tab in the top navigation bar. The main content area is divided into several sections: Messages, Surveys, Favorites, Resources, and Files & Links. The Surveys section contains a table with columns for Status and Surveys. The Favorites section lists Assets and Data Browser. The Resources section lists links for What's New, User Manuals and Administrator Guide, and Benchmark Your Portfolio - NEW. The Files & Links section lists links for Auditor Users Manual and Data Import Template.

Search

Options My Profile Favorites Help Feedback Logout

VFA.facility

Home Assets Funding Budgets Projects **Reports** Surveys Security Configure

Welcome Green Cost Summary Asset Portfolio Requirements/Liabilities

Messages

VFA.facility@ 10.6.5 (December 16, 2017) Click on "What's New" to learn more.

Surveys

Survey Dashboard reflects the number of surveys assigned to this user

Status	Surveys
☐ Not Started	
☐ Partially Completed	
☒ All Completed	
☐ In Review	
☐ Rejected	
☒ Approved	

Favorites

Assets

- 2017 Fall W&M Phase 4
- Forde fall 2016
- VSU DMS

Data Browser

- Active FICAS Users
- Assessor QC Assets
- Assessor QC Requirements

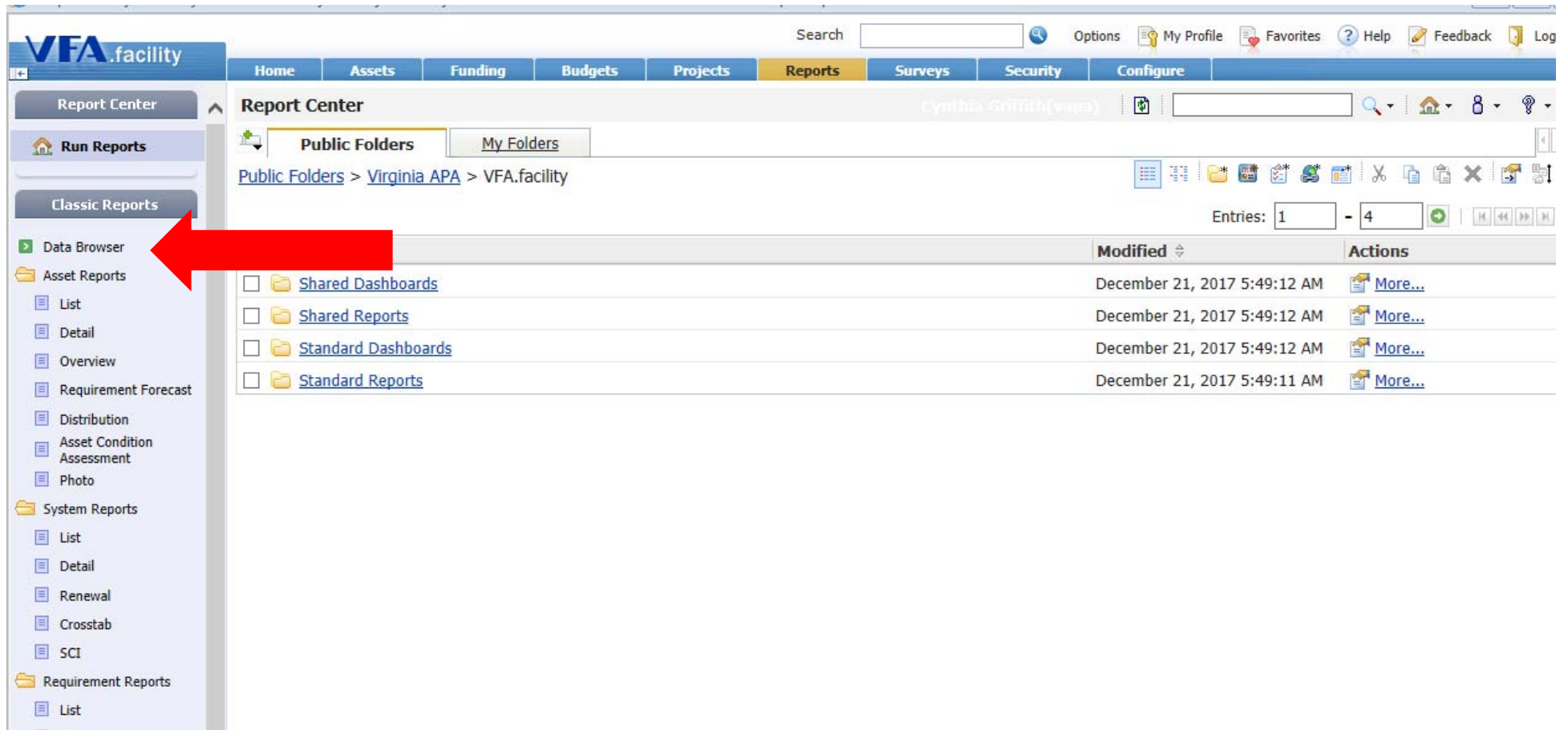
Resources

- What's New
- User Manuals and Administrator Guide
- Benchmark Your Portfolio - NEW

Files & Links

- Auditor Users Manual
 - VFA.auditor Users Manual v4.8.pdf
- Data Import Template
 - FICAS Data Import Template Rev2.xls

2. On the left-hand menu, click on Data Browser:



The screenshot shows the VFA.facility web application interface. The top navigation bar includes links for Home, Assets, Funding, Budgets, Projects, Reports (highlighted), Surveys, Security, and Configure. A search bar and user profile information (Cynthia Griffith) are also present. The left-hand menu is expanded, showing the 'Classic Reports' section. A red arrow points to the 'Data Browser' link under this section. The main content area, titled 'Report Center', shows a breadcrumb trail: Public Folders > Virginia APA > VFA.facility. Below this, there are tabs for 'Public Folders' and 'My Folders'. A table lists four items: 'Shared Dashboards', 'Shared Reports', 'Standard Dashboards', and 'Standard Reports'. Each item has a checkbox, a 'More...' link, and a 'Modified' timestamp.

	Modified	Actions
☐ Shared Dashboards	December 21, 2017 5:49:12 AM	More...
☐ Shared Reports	December 21, 2017 5:49:12 AM	More...
☐ Standard Dashboards	December 21, 2017 5:49:12 AM	More...
☐ Standard Reports	December 21, 2017 5:49:11 AM	More...

3. Under Selection Criteria, choose your Agency, Location(s), and which Assets you want included in the query. Then click Edit Columns to choose which data will appear in your query:

VFA.facility

Home Assets Funding Budgets Projects Reports Surveys Security Configure

Report type: Asset Project User Account

Open Save Delete

Report Center

Run Reports

Classic Reports

Data Browser

- Asset Reports
 - List
 - Detail
 - Overview
 - Requirement Forecast
 - Distribution
 - Asset Condition Assessment
 - Photo
- System Reports
 - List
 - Detail
 - Renewal
 - Crosstab
 - SCI
- Requirement Reports
 - List
 - Detail
 - Summary
 - Crosstab
 - Links
- Project Reports
 - List
 - Detail

Selection Criteria

Agencies	Locations	Assets
-ALL-	-ALL-	☒ Name ☐ Number
Department of Corrections	Academy For Staff Development	
ZZDOC Closed Facilities	Appalachian Detention Center	
	Atmore Drive	
	Augusta Correctional Center	
	Baskerville Correctional Center	
	Bland Correctional Center	
	Brunswick Work Center	
	Buckingham Correctional Center	
	Caroline Correctional Unit #2	

Report Columns Edit Columns Edit Filters

Report Format

File Format: ☒ CSV ☐ XML

View all Rows: ☒

DMT Compatible: ☐

Limit Rows to:

Show Report Quick Count



4. Once the Data Browser window opens, you can add columns to your query for each level of data in FICAS. Once ready, click Show Report.

The screenshot shows the VFA facility web application interface. The top navigation bar includes tabs for Home, Assets, Funding, Budgets, Projects, Reports (selected), Surveys, Security, and Configure. Below the navigation bar, the 'Report Center' section shows 'Report type: Asset' with sub-tabs for Asset, Project, and User Account. The 'Classic Reports' section is visible, and the 'Data Browser' section is active, displaying a list of reports under 'Asset Reports' and 'System Reports'. A 'Data Browser -- Webpage Dialog' is open, prompting the user to 'Select the columns you want to display in report'. The dialog contains two columns: 'Columns Available' and 'Columns Selected'. The 'Columns Available' column lists various data points categorized by Agency, Location, Asset, System, Assembly, Room, Inventory, Requirement, Action, and Line Item. The 'Columns Selected' column lists the columns currently selected for the report, including Location, Location Name, Asset, Asset Name, Asset ID, Asset Address 1, Asset Address 2, Asset City, Asset ZIP, Asset Year Constructed, Asset Use, Asset Size, Asset Construction Type, Asset Year Renovated, Asset Floors, and Asset Replacement Value (USD). The dialog also includes 'Add >>', '<< Remove', 'Ok', and 'Cancel' buttons.

VFA facility

Home Assets Funding Budgets Projects **Reports** Surveys Security Configure

Report type: **Asset** Project User Account

Open Save Delete

Selection Criteria

Agencies	Locations	Assets
-ALL-	-ALL-	-ALL-
Department of Corrections	Academy For Staff Development	
ZZDOC Closed Facility		

Report Columns

1. Location Location
2. Asset Asset Name
3. Asset ID
4. Asset Address
5. Asset Address
6. Asset City
7. Asset ZIP

Data Browser -- Webpage Dialog

Select the columns you want to display in report

Columns Available	Columns Selected
• Agency	Location Location Name
• Location	Asset Asset Name
• Asset	Asset ID
• System	Asset Address 1
• Assembly	Asset Address 2
• Room	Asset City
• Inventory	Asset ZIP
• Requirement	Asset Year Constructed
• Action	Asset Use
• Line Item	Asset Size
Agency Name	Asset Construction Type
Agency Number	Asset Year Renovated
Archived	Asset Floors
Comments	Asset Replacement Value (USD)
Contact	
Create Date	
Created By	
Currency	
Description	
Email	
Files	
ID	
LCA Tool Published Date	
Location Count	
Manager	
Modified By	
Modified Date	
Phone	
Project Code	

Add >> << Remove

Ok Cancel

5. To save your query, click the Save icon and name it. You can access your query in the future by visiting the Reports tab at the top, clicking the Open icon, and scrolling in the drop-down window to your query.

The screenshot displays the VFA facility Reports interface. The top navigation bar includes tabs for Home, Assets, Funding, Budgets, Projects, Reports (selected), Surveys, Security, and Configure. Below the navigation bar, the Report type is set to Asset, with Project and User Account as options. The main area shows the Selection Criteria table, which is currently empty. A dialog box titled "Open Query -- Webpage Dialog" is open, prompting the user to select a context name from a dropdown menu. The dropdown menu shows "[none selected]". The dialog box also includes "Ok" and "Cancel" buttons. The bottom right of the interface shows the Report Format section, which includes options for File Format (CSV selected, XML unselected), View all Rows (checked), DMT Compatible (unchecked), and Limit Rows to (empty input field).

VFA facility

Home Assets Funding Budgets Projects **Reports** Surveys Security Configure

Report type: **Asset** Project User Account

Open Save Delete

Selection Criteria

Agencies	Locations	Assets	☒ Name ☐ Number
-ALL-	-ALL-	-ALL-	
Department of Corrections			
ZZDOC Closed Facilities			

Open Query -- Webpage Dialog

Select Context Name

[none selected]

Ok Cancel

Report Format

File Format: ☒ CSV ☐ XML

View all Rows: ☒

DMT Compatible: ☐

Limit Rows to: